



Leave

The OIG encourages you to take vacations and use appropriate leave. You need to request leave on form OPM-71, Request for Leave or Approved Absence, and get it approved in advance by your supervisor or other official in your supervisory chain. In the event of an emergency, call your supervisor as soon as possible, but no later than 9:00 a.m. to request leave, and follow-up with form OPM-71 upon your return to duty.

What types of leave are available to me?

You may be entitled to several types of leave, such as annual, sick, leave without pay, court, military, administrative or excused, and in rare cases, funeral leave.

May I take leave for less than 1 hour?

Yes, in ¼ hour increments.

How much annual leave do I earn and when may I use it?

If you have less than 3 years of Federal service, you earn 4 hours each pay period; 3-14 years of Federal service, 6 hours; 15 years of Federal service, 8 hours each pay period. Part-time employees earn leave on a pro-rated basis, and employees on appointments of less than 90 days do not earn leave. You need to schedule annual leave in advance, except in the case of emergencies, for vacations, personal business, or unexpected needs, e.g. family responsibilities.

If I am a new Federal employee, when may I accrue leave rates higher than the established ones, and what is the approval process?

At the discretion of the Assistant Inspector General or Counsel, when a determination has been made that skills and experience you possess were acquired during non Federal Service and are necessary to achieve an important OIG mission or performance goal. Credit may only be authorized for service during which the duties performed were directly related to the position which you are appointed. Additionally, you must remain an employee of the OIG for a full year.

Assistant Inspectors General and Counsel provide a brief written request and justification by email to the Assistant Inspector General for Management who then coordinates requests for approval or denial with the Deputy Inspector General and Inspector General.

If I leave the OIG, do I keep the leave accrued granted for non-Federal or active duty uniformed service?

No, you are not entitled to retain service credit for prior non-Federal service or active duty uniformed service. The additional service credit will be subtracted from your total creditable service and a new service computation date for leave will be established before you depart the OIG.

I've heard about "use or lose" annual leave, what is it?

Non SES employees may carry over a maximum of 240 hours of annual leave from one leave year to another. You will lose (forfeit) annual leave in excess of 240 hours at the end of the leave year. "Use or lose" is an expression for excess annual leave which needs to be used to avoid forfeiture. Members of the Senior Executive Service may carry over 720 hours of annual leave.

Can my supervisor disapprove my annual leave request or cancel it once it is approved?

The OIG considers it important that you have the opportunity to use annual leave when desired and will give every consideration to accommodating your request, balanced with the work requirements and needs of the office. The OIG may cancel, in writing and with a brief justification, approved leave for work-related reasons.

What if my supervisor cancels my annual leave and there is not enough time left to reschedule it before the end of the leave year?

If your supervisor cancels your leave, please make every effort to reschedule it so that you will not forfeit or lose it. If you forfeit annual leave at the end of the leave year for work-related reasons, illness, or administrative errors, please send a request for restoration of the amount forfeited by February 28th following forfeiture through the AIG level to the Office of Management (OM). OM will consolidate requests for Inspector General approval/disapproval.

May I engage in outside employment while on annual leave?

Your supervisor needs to approve outside employment, even when it occurs during leave. If approved, you may take annual leave.

May I be advanced annual leave?

The OIG may advance annual leave up to the amount you would earn by the end of the leave year. Your supervisor may approve 8 hours or less; AIG level officials may approve requests in excess of 8 hours.

How much sick leave do I earn and when may I use it?

You earn 4 hours of sick leave each pay period. Part-time employees have their accruals prorated. Employees on appointments of less than 90 days do not earn leave.

Under the Family Friendly Leave Act (FFLA), you may take sick leave when you or an immediate family member is incapacitated and for medical appointments, to make necessary funeral arrangements for a family member, or attend the funeral of a family member. Generally, full-time employees may use up to 40 hours of sick leave each leave year (plus an additional 64 hours if you maintain a balance of at least 80 hours of sick leave) to attend to the needs of a family member or for bereavement purposes.

Do I need to bring in a note from my physician if I am sick?

Your physician needs to certify the need for your absence if your absence exceeds five (5) consecutive workdays or if your supervisor notifies you in advance that medical documentation is needed.

May I request and take advanced sick leave?

Your supervisor may approve 8 hours or less and your AIG level may approve 240 hours of advanced sick leave.

I would like to stay at home with my newborn child. What leave options are available to me?

You may request any or all of the following:

- Sick leave, including advanced sick leave, for periods that your physician certifies that you are unable to perform the duties of your position due to medical incapacitation, if applicable;
- Sick leave to care for an ill child or for the child's medical appointments under the FFLA;
- Annual leave and/or leave without pay (LWOP) for any period to care to your new born;
- LWOP under the Family and Medical Leave Act (FMLA)
- Participation in the Leave Transfer Program.

Could you tell me more about the FMLA?

Most employees may use up to a total of 12 workweeks of unpaid leave (leave without pay) for the following purposes:

- Birth of a son/daughter of the employee and the care of such;
- Adoption of a son/daughter or foster care
- To care for a family member with a serious health condition
- Own serious health condition that makes you unable to perform the essential functions of your position.

You may elect to substitute paid leave (e.g., annual or sick leave) for the unpaid FMLA leave only to the extent that current law and regulations permits such paid leave. When the need for leave is foreseeable, you need to give 30 days notice of your intent to take FMLA leave. When the need for leave is not foreseeable, you need to provide notice as soon as practicable. In addition, if you are on leave for your own or a family member's serious health condition, your supervisor may require you to provide initial medical certification and recertification every 30 calendar days. Please contact the Bureau of Public Debt (BPD) Payroll Section for more information on responsibilities and entitlements under the FMLA.

What is the Leave Transfer Program and who is eligible to participate in it?

The leave transfer program permits the voluntary transfer of unused annual leave between employees within the OIG, the Treasury and other Federal Executive agencies who have a personal or family medical emergency. Family member means (a) spouse, and parents thereof; (b) children, including adopted children, and spouses thereof; (c) parents; (d) brothers and sisters, and spouses thereof; and (e) any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship. A medical emergency is a medical condition of an employee or family member that is likely to require a prolonged absence from work and will result in a substantial loss of income because of the unavailability of paid leave.

How do I apply for the Leave Transfer Program?

Please complete Optional Form 630, <http://www.opm.gov/oca/leave/HTML/formindx.htm> and fax the form with accompanying medical documentation to the BPD payroll section at (304) 480-7679. To approve you for the Program, BPD will determine that your absence from duty without available paid leave because of the medical

emergency is (or is expected to be) at least 24 hours. If approved, BPD will notify your supervisor to send an email to all OIG employees soliciting leave donations, unless you elect not to have the information published. Employees use the Optional Form 630a or 630b, <http://www.opm.gov/oqa/leave/HTML/formindx.htm> to donate annual leave. Generally, employees may donate up to one half of the annual leave they would accrue in a leave year. Recipients do not have repay donated leave. You may not donate leave to your supervisor.

What options are available if I am an organ donor or bone marrow transplant donor?

You may use up to 7 days of paid leave each calendar year to serve as a bone-marrow donor. You also may use up to 30 days of paid leave each calendar year to serve as an organ donor. Leave for bone marrow and organ donation is a separate category of leave (other than annual and sick leave).

What type of leave is available to me if I adopt a child?

Under the FFLA, you may use sick leave for purposes related to the adoption of a child, e.g., appointments with adoption agencies, social workers, and attorneys; court proceedings; required travel; and any other activities necessary to allow the adoption to proceed. You may also use annual leave and leave without pay or leave under FMLA as mentioned above.

Will I get paid for my leave if I leave the OIG?

If you transfer to another Federal agency, your annual and sick leave transfers to your new agency. You will get paid for your annual leave, but not your sick leave, if you separate from Federal employment. However, your sick leave balance will get restored if you return to Federal employment.

What happens to my leave when I retire; do I get paid for it?

Annual leave is paid in a lump sum at retirement. For employees covered by the Civil Service Retirement System, your sick leave at retirement is included in your service calculation for annuity purposes. However, sick leave cannot be used to help you qualify for retirement. For employees covered by the Federal Employee's Retirement System (FERS), sick leave is not included in your service calculation for annuity purposes.

What happens if I do not have any leave, do I have any options?

You may request Leave Without Pay (LWOP) or qualify for the leave transfer program. Your supervisor may approve LWOP requests for 8 hours or less; your AIG level official may approve requests for more than 8 hours.

What are the criteria for approving LWOP?

Managers consider work priorities and potential costs to the OIG, and employee needs. The OIG may grant LWOP when comparable benefits accrue to the OIG, e.g. retention of a good employee who would otherwise be forced to leave; education that will ultimately benefit the OIG, etc. The longer the period of LWOP requested, the greater the benefit that should accrue to the OIG.

I was called for jury duty; do I have to take annual leave?

You may take annual leave; however court leave is appropriate for performing jury duty and as a witness at a judicial proceeding when one of the parties is the United States, a State or local government. Court appearance in an official capacity is considered official duty hours and is not covered by court leave. Provide the official notification of jury duty or summons to your supervisor with a copy to your timekeeper with your leave request.

May I keep the money I receive for jury duty?

While on court leave, you may keep monies paid to you for expenses, but you may not keep monies paid as compensation for jury duty unless you take annual leave to serve on the jury. Send any payments for jury duty to the Payroll Office, Administrative Resource Center, Bureau of Public Debt (BPD), 200 Third Street, Rm. 206-2, Parkersburg, WV 26101. BPD will forward payments to the Treasury Department. If you have questions about whether you may keep monies paid to you while on Court leave, please contact Cynthia Langwiser on (202) 927-5869. If you prefer to take annual leave, you may keep monies paid to you for jury duty.

I am a military Reservist, do I have to take annual leave or leave without pay for my military service?

If you are a member of the National Guard or Reserves, you may take up to 120 hours of paid military leave each fiscal year (10/1-9/30) for active duty, active duty training, or inactive duty training. You receive your full civilian pay as well as your military pay. Also, up to 120 unused hours may be carried over from one fiscal year to the next. You need to submit a copy of your assignment orders to the Payroll Office, Administrative Resource Center, Bureau of Public Debt (BPD), 200 Third Street, Rm. 206-2, Parkersburg, WV 26101, to entitle you to military leave. For additional military leave information, please visit <http://www.opm.gov/flsa/oca/leave/HTML/MILQA.asp> or contact a benefits representative at BPD, benefits@bpd.treas.gov.

Under what circumstances may I be granted administrative leave?

The OIG may grant you administrative or excused leave for circumstances that: are related to the OIG mission; enhance your professional development or skills in your current position; are officially sponsored or sanctioned by the Inspector General, Secretary of the Treasury, or OPM. Here are some common reasons:

Voting - to permit you to report for work 3 hours after the polls open or to leave work 3 hours before the polls close, whichever result in the lesser amount of time off.

Blood Donation - to travel to the donation site and/or to recover, if necessary.

Taking Examinations - when required by your present position or that are directly related to your position, e.g. CPA exam. It is not appropriate to grant administrative leave to prepare for the exam.

Conferences or Conventions - when attendance will serve the best interests of the Federal service. May be restricted to those situations in which you are an official representative of the OIG or are a contributor on the agenda.

Brief absences - Supervisors may approve absences from duty of less than 1 hour.

Special Events - to participate in civil activities that the Government is interested in recognizing or encouraging. These decisions are on a case-by-case basis.

Volunteer Activities - short periods that are mission-related, officially sponsored or sanctioned by the OIG or Treasury, or enhance your professional development and/or skills in your current position.

Do I get funeral leave if my co-worker dies?

No. You may take annual leave or your supervisor may approve up to an hour of excused leave. Three (3) days of funeral leave may be granted for you to make arrangements for or attend the funeral of an immediate relative who died as a result of a wound, disease, or injury incurred while serving as a member of armed forces in a combat zone.

If I have a question about this policy, whom can I contact?

Please contact OM on (202) 927-5200 or send an email to OIG-OM@oig.treas.gov. OM will be able to refer you for the appropriate assistance from BPD.